

WEBSTER PARISH CONVENTION AND
VISITORS COMMISSION

A Component Unit of the Webster Parish Police Jury
Minden, Louisiana

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2013

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Annual Financial Statements
As of and for the Year Ended December 31, 2013
With Supplemental Information Schedules

CONTENTS

	<u>Statement</u>	<u>Page</u>
Independent Accountants' Review Report		1
<u>Basic Financial Statements</u>		
Government-Wide Financial Statements:		
Statement of Net Position	A	4
Statement of Activities	B	5
Fund Financial Statements:		
Balance Sheet	C	6
Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Financial Statement of Net Position	D	7
Statement of Revenues, Expenditures, and Changes in Fund Balances	E	8
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	F	9
Notes to the Financial Statements		10
<u>REQUIRED SUPPLEMENTAL INFORMATION</u>		
Budget Comparison Schedule	<u>Schedule</u> 1	<u>Page</u> 17
<u>Other Reports</u>		
Independent Accountants' Report on Applying Agreed Upon Procedures		19
Louisiana Attestation Questionnaire		22
<u>Other Supplemental Schedules</u>		
Schedule of Compensation Paid Board Members	2	25
Balance Sheet Governmental Fund with Comparative Totals	3	26
Statement of Revenue, Expenditures and changes in Fund Balance with comparative totals for the year ended Dec 31, 2012	4	27
Summary Schedule of Prior Year Findings	5	28
Corrective Action Plan for Current Year Findings	6	29

JAMIESON, WISE & MARTIN
A Professional Accounting Corporation

601 Main Street P. O. Box 897
Minden, Louisiana 71058-0897
(318) 377-3171 Fax (318) 377-3177

MICHAEL W. WISE, CPA
CARLOS E. MARTIN, CPA
KRISTINE H. COLE, CPA

JENNIFER SMITH, CPA
KRISTIE K. MARTIN, CPA

WM PEARCE JAMIESON, CPA (1991)

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Commissioners of the
Webster Parish Convention and
Visitors Commission

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Webster Parish Convention and Visitors Commission, a component unit of the Webster Parish Police Jury, as of and for the year ended December 31, 2013, which collectively comprise the Commission's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Webster Parish Convention and Visitors Commission. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The management of the Webster Parish Convention and Visitors Commission is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that budgetary comparison information on page 17 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information was not audited, reviewed, or compiled by us, and we do not express an opinion or provide any assurance on it.

The Webster Parish Convention and Visitors Commission has omitted the management's discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The results of our review of the basic financial statements are not affected by this missing information.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. The other supplemental schedules on pages 25 through 29 are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information on pages 25 through 29 has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but were compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and accordingly we do not express an opinion or provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated June 13, 2014 on the results of our agreed-upon procedures.

Jameson, Wise & Martin

Minden, Louisiana
June 13, 2014

BASIC FINANCIAL STATEMENTS

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Statement of Net Position
December 31, 2013

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 333,768
Investments	220,531
Accounts receivable	66,868
Inventory	6,810
Capital assets (net)	<u>3,128</u>
Total assets	<u>631,105</u>
LIABILITIES	
Accounts payable	<u>10,658</u>
Total liabilities	<u>10,658</u>
NET POSITION	
Net investment in capital assets	3,128
Unrestricted	<u>617,319</u>
Total net position	<u><u>\$ 620,447</u></u>

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Statement of Activities
For the Year Ended December 31, 2013

	<u>Expenses</u>	<u>Program Revenues Operating grants & contributions</u>	<u>Governmental activities Net (expenses)/ revenue</u>
Governmental activities:			
Culture and tourism	\$ 288,071	\$ 15,618	\$ (272,453)
General revenues:			
Occupancy taxes			165,394
Intergovernmental			154,631
Interest			4,393
Miscellaneous			846
Total general revenues			<u>325,264</u>
Change in net position			52,811
Net position - beginning			<u>567,636</u>
Net position - ending			<u>\$ 620,447</u>

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Balance Sheet - Governmental Fund
December 31, 2013

	<u>General Fund</u>
ASSETS	
Cash	\$ 333,768
Investments	220,531
Accounts receivables	61,251
Inventory	6,810
Total assets	<u>\$ 622,360</u>
 LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 8,601
Payroll liabilities	2,057
Total liabilities	<u>10,658</u>
Fund balances:	
Nonspendable - Inventory	6,810
Unassigned	604,892
Total fund balances	<u>611,702</u>
Total liabilities and fund balances	<u>\$ 622,360</u>

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Government-Wide Financial Statement of Net Position
December 31, 2013

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balance, Total Governmental Fund (Statement C)	\$ 611,702
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund	3,127
Accounts receivable used in governmental activities that are not current financial resources and, therefore, are not reported in the governmental fund	<u>5,618</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 620,447</u>

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Governmental Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2013

	<u>General Fund</u>
Revenues:	
Taxes - occupancy	\$ 165,394
Intergovernmental revenue	164,631
Interest	4,393
Miscellaneous income	<u>847</u>
Total revenues	<u>335,265</u>
Expenditures:	
Operating management fees	33,300
Tax collection fees	2,259
Travel and seminars	17,726
Advertising and printing	104,693
Dues and subscriptions	2,150
Professional fees	2,750
Telephone	3,143
Internet	1,310
Grant funds	32,506
North LA Coalition	5,000
Salary and related benefits	77,921
Insurance	400
Repairs & maintenance	4
Office supplies	2,993
Miscellaneous	854
Capital outlay	<u>4,190</u>
Total expenditures	<u>291,199</u>
Excess of revenues over expenditures	44,066
Fund balance at beginning of year	<u>567,636</u>
Fund balance at end of year	<u>\$ 611,702</u>

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund to the
Statement of Activities
For the Year Ended December 31, 2013

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balance, Governmental Fund (Statement E)	\$	44,066
---	----	--------

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and report as depreciation expense. This is the amount by which capital outlay was more than depreciation expense in the current period.		3,127
--	--	-------

Revenues in the Statement of Activities that do not provide current resources and, therefore, are not reported as revenues in the governmental fund		5,618
---	--	-------

Change in net position of governmental activities (Statement B)	\$	52,811
---	----	--------

See accompanying notes and independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

INTRODUCTION

The Webster Parish Convention and Visitors Commission was created by Ordinance No. 859 of Webster Parish Police Jury in May 1991. The purposes of the Commission are (1) to represent the business and civic community on an organized and non-profit basis for the solicitation and servicing of conventions and for the promotion of visitor activity within the Parish of Webster and (2) to present necessary facilities, equipment, and services to visitors and convention officials.

The governing authority of the Commission is a board of directors composed of seven members who shall serve without compensation. The directors are appointed by the Webster Parish Police Jury from nominations made by various governmental entities and other organizations within the Parish. The Directors are appointed to serve a term of three years.

The accounting and reporting practices of the Webster Parish Convention and Visitors Commission conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting procedures also conform to the industry audit guide, Audits of State and Local Governmental Units, published by the American Institute of Certified Public Accountants, and to the applicable Louisiana Revised Statutes.

GASB Statement No. 14, The Reporting Entity, established criteria for determining the governmental reporting entity and component units which should be included within the reporting entity. Under the provisions of this statement, the Commission is considered a component unit of the Webster Parish Police Jury, the financial reporting entity. The Webster Parish Police Jury is financially accountable for the Commission because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the Webster Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise that financial reporting entity.

1. Summary of Significant Accounting Policies

A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the Webster Parish Convention and Visitors Commission (Commission). Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. The major individual governmental fund, which is the general fund, is reported in the fund financial statements.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The accompanying financial statements of the Commission have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Occupancy and sales taxes are recognized as revenues in the year for which they are earned. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Although most expenditures are recorded when a liability is incurred, as under accrual accounting, the measurement focus of a governmental fund significantly affects what items are to be considered expenditures in the governmental fund. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures are recognized when due. Compensated absences and claims and judgments are recorded in governmental funds if claims are due and payable.

Occupancy and hotel sales taxes and interest associated with the current fiscal period are all considered susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

The Commission reports the following major governmental fund:

The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and investments

For reporting purposes, cash and cash equivalents include cash and demand deposits. Under state law, the commission may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Under state law, the commission may invest in United States bonds, treasury notes, or certificates of deposit. These are classified as investments if their original maturities exceed 90 days; however, if original maturities are 90 days or less, they are classified as cash equivalents.

D. Accounts receivable

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. No allowance for uncollectible accounts receivable is established since all receivables are determined to be 100% collectible.

E. Inventory

Inventory is accounted for using the consumption method, where expenditures are recognized as inventory is used.

Inventory of the Commission consists of supplies used in promotional and marketing events. All purchased inventory items are valued at cost (first-in, first-out).

F. Capital assets

Capital assets, which include property, plant and equipment, are reported as governmental activities in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Commission maintains a threshold level of \$2,500 or more for capitalizing capital assets. Major outlays for capital assets and improvements are capitalized as projects are constructed.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

The costs of normal maintenance and repairs that do not add value to an asset or materially extend an asset's useful life are not capitalized.

G. Budgets and budgetary accounting

The Commission follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) An annual budget of receipts and expenditures is prepared and adopted by the Board of Commissioners.
- 2) Each annual budget of the Commission for the next fiscal year is filed with the Webster Parish Police Jury before the beginning of the current fiscal year.
- 3) The budget for the general fund is not adopted on a basis consistent with generally accepted accounting principles (GAAP).
- 4) Appropriations lapse at the end of each fiscal year.
- 5) The revenues and expenditures shown on page 8 are reconciled with the amounts reflected on the budget comparison on page 17 as follows:

Excess of revenues and other sources over expenditures and other uses (GAAP Basis)	\$ 44,066
Adjustments:	
Decrease in hotel tax receivables	(14,998)
Increase in inventory	(6,810)
Net change in payroll	(373)
Increase in accounts payable	<u>8,167</u>
Excess of revenues and other sources over expenditures and other uses (CASH Basis)	\$ <u>30,052</u>

H. Fund equity classifications

The Commission implemented the provisions of Governmental Accounting Standards Board Statement 54, which redefined how fund balances are presented in the fund financial statements. In the fund financial statements, fund balances are classified as follows:

Nonspendable - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. This category includes items that are not easily converted to cash such as inventories.

Restricted - Amounts that can be spent only for specific purposes because of state or federal laws, or externally-imposed conditions by grantors or creditors.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

Committed - Amounts that can only be used for specific purposes determined by a formal action of the Board of Commissioners. These amounts cannot be used for any other purpose unless the District's board removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.

Assigned - Amounts that are constrained by the Commission's intent to use for a specific purpose, but are neither restricted nor committed. The Commission's policy does not address assignment of fund balances.

Unassigned - All amounts not included in other spendable classifications. The Commission has not adopted a policy to maintain the General Fund's unassigned fund balance above a certain minimum level.

The Commission reduces committed amounts, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The Commission considers restricted amounts to have been spent when expenditure has been incurred for purposes for which both restricted and unrestricted fund balance is available.

I. Comparative data

Comparative total data for the prior year has been presented in the accompanying balance sheet – governmental fund and statement of revenues, expenditures and changes in fund balance, in order to provide an understanding of changes in the Commission's financial position and operations. However, comparative data (i.e., presentation of prior year totals) have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

2. Cash and cash equivalents

At December 31, 2013, the Commission has cash and cash equivalents (book balances) totaling \$333,768 as follows:

Interest-bearing demand deposits	\$ 315
Noninterest-bearing demand deposits	<u>333,453</u>
Total deposits	\$ <u>333,768</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2013, the Commission has \$568,895 in collected bank balances. These deposits are secured from risk by \$568,895 of federal deposit insurance and \$187,880 of pledged securities.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2013

3. Investments

At December 31, 2013, the Commission had investments of \$220,531, in three (3) certificates of deposit whose maturities are in excess of 90 days. The certificates of deposit are secured from risk by federal deposit insurance and pledged securities.

4. Hotel/motel occupancy taxes

Funds for the Commission are derived from an occupancy tax levied on hotel and motel rooms and overnight camp facilities located within the Parish of Webster, with the exception of the Methodist Conference Center. Effective July 1, 2006, the occupancy tax increased from 2% to 4%.

5. Retirement Benefit Plans

Effective November 20, 2013, the Commission elected to enact a Retirement Benefit Plan. The plan consists of a ROTH IRA held by each employee. The employees have contributions deducted directly from their personal bank accounts. The Commission then matches the contributions for each employee. There is a maximum contribution amount of \$300 per month or \$3,600 per year for each employee. No contributions are made once an employee is no longer employed with the Commission. There is a ninety (90) day waiting period for new employees to be able to participate in the plan.

The Commission's contribution to the Roth IRA's for its employees for the year ending December 31, 2013 was \$6,000.

REQUIRED SUPPLEMENTAL INFORMATION

WEBSTER PARISH CONVENTION & VISITORS COMMISSION
Minden, Louisiana

Governmental Fund Type - General Fund
Statement of Revenues, Expenditures, and Changes in
Fund Balance - Budget (CASH) and Actual
For the Year Ended December 31, 2013

	Budgeted Amounts		Actual	Variance with Final Budget Over (Under)
	Original	Final		
Revenues:				
Taxes - Occupancy	\$ 171,000	\$ 150,700	\$ 161,328	\$ 10,628
Intergovernmental revenue	172,100	150,000	143,698	(6,302)
Grant income	-	10,000	10,000	-
Interest	-	-	4,393	4,393
Miscellaneous income	-	-	847	847
Total revenues	<u>343,100</u>	<u>310,700</u>	<u>320,266</u>	<u>9,566</u>
Expenditures:				
Operating management fees	33,300	33,300	33,300	-
Professional fees	2,750	2,750	2,750	-
Tax collection fees	2,500	2,200	2,258	58
Travel and seminars	18,000	18,000	17,907	(93)
Advertising and printing	117,000	93,000	93,405	405
Dues and subscriptions	2,300	1,400	2,150	750
Grant funds	51,000	32,600	32,506	(94)
North LA Coalition	5,000	5,000	5,000	-
Salary and related benefits	82,038	79,663	78,294	(1,369)
Insurance	400	400	400	-
Telephone	3,100	3,000	3,143	143
Office supplies	1,500	1,500	2,993	1,493
Internet	1,300	1,300	1,310	10
Repair and maintenance	-	-	4	4
Miscellaneous	9,912	11,250	10,604	(646)
Capital outlay	4,000	3,300	4,190	890
Total expenditures	<u>334,100</u>	<u>288,663</u>	<u>290,214</u>	<u>1,551</u>
Excess of revenues over expenditures	9,000	22,037	30,052	8,015
Fund balance at beginning of year	<u>522,725</u>	<u>522,725</u>	<u>522,725</u>	<u>-</u>
Fund balance at end of year	<u>\$ 531,725</u>	<u>\$ 544,762</u>	<u>\$ 552,777</u>	<u>\$ 8,015</u>

See independent accountants' review report.

OTHER REPORTS

JAMIESON, WISE & MARTIN

A PROFESSIONAL ACCOUNTING CORPORATION

601 MAIN STREET P.O. BOX 897
MINDEN, LOUISIANA 71058-0897
(318) 377-3171
FAX (318) 377-3177

MICHAEL W. WISE, C.P.A.
CARLOS E. MARTIN, C.P.A.
KRISTINE H. COLE C.P.A.

JENNIFER C. SMITH, C.P.A.
KRISTIE K. MARTIN, C.P.A.

WM. PEARCE JAMIESON, C.P.A.(1991)

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of the
Webster Parish Convention and
Visitors Commission

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Webster Parish Convention and Visitors Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Commission's compliance with certain laws and regulations during the year ended December 31, 2013 included in the accompanying *Louisiana Attestation Questionnaire*. Management of Webster Parish Convention and Visitors Commission is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2296 (the public bid law) or R.S. 39:1551-39:1775 (the state procurement code), whichever is applicable.

We observed no expenditures made during the year for equipment exceeding \$30,000 or public works projects exceeding \$150,000 that would be subject to the provisions of R.S. 38:2211-2296.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list for all board members with the required information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with a list of all employees.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

The employees were not included in any of the listings obtained from management.

Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original and the amended budget.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of the meeting held November 20, 2012, which indicated that the budget had been adopted by the Commissioners of the Webster Parish Convention and Visitors Commission. We traced the amendment to the budget to the minutes of the meeting held on November 19, 2013, which indicated that the amendments were appropriately adopted.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed the 5% limit.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All six payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approval from a member of the Board of Commissioners.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:11 through 42:28 (the open meetings law).

The Webster Parish Convention and Visitors Commission is only required to post a notice of each meeting and the accompanying agenda on the door of the Commission's office. Although management asserted that such documents were properly posted, we could find no evidence supporting that assertion other than an unmarked copy of the notices and agendas.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We scanned the general ledger for bank all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advance, or gifts.

Payroll reports were examined along with a review of the minutes for the year. We noted no payments to employees that would constitute advances, bonuses, or gifts.

Prior Comments and Recommendations

Our prior year report, dated June 26, 2013, did not include comments or unresolved matters.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Webster Parish Convention and Visitors Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Minden, Louisiana
June 13, 2014

Jamieson, Wise & Martin

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

Feb 13, 2014 (Date Transmitted)

Tomison, Wise & Martin
601 Main Street
P.O. Box 897
Minden LA 71055/71058 (Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of February 13, 2014.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office:

Yes [☒] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [☒] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [☒] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [☒] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No []

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [☒] No []

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [☒] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [☒] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements,

without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [☒] No [☐]

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [☒] No [☐]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

<u>Mary McKinnon</u>	Secretary	<u>2/13/14</u>	Date
<u>Justin M. McQuinn</u>	Treasurer	<u>02/15/2014</u>	Date
<u>Blair E.</u>	President	<u>2-13-14</u>	Date

OTHER SUPPLEMENTAL SCHEDULES

WEBSTER PARISH CONVENTION & VISITORS COMMISSION
Minden, Louisiana

Schedule of Compensation Paid Board Members
For the Year Ended December 31, 2013

The following serve on the Board of Commissioners without compensation:

Kerry Easley	Chairman
Kristi McClain	Commissioner
Mary McKinney	Commissioner
Jerry Madden	Commissioner
Lamar Smith	Commissioner
Terry Snook	Commissioner
Nickey Patel	Commissioner

See independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Balance Sheet - Governmental Fund
December 31, 2013
With Comparative Totals for December 31, 2012

	General Fund	
	<u>2013</u>	<u>2012</u>
ASSETS		
Cash	\$ 333,768	\$ 306,587
Investments	220,531	216,138
Accounts receivables	61,251	46,384
Inventory	6,810	-
Total assets	<u>\$ 622,360</u>	<u>\$ 569,109</u>
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 8,601	\$ 434
Payroll liabilities	<u>2,057</u>	<u>1,039</u>
Total liabilities	<u>10,658</u>	<u>1,473</u>
 Fund balances:		
Nonspendable - Inventory	6,810	-
Unassigned	<u>604,892</u>	<u>567,636</u>
Total fund balances	<u>611,702</u>	<u>567,636</u>
 Total liabilities and fund balances	<u>\$ 622,360</u>	<u>\$ 569,109</u>

See independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Governmental Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2013
With Comparative Totals for the Year Ended December 31, 2012

	General Fund	
	<u>2013</u>	<u>2012</u>
Revenues:		
Taxes - occupancy	\$ 165,394	\$ 159,447
Intergovernmental revenue	164,631	176,727
Interest	4,393	5,762
Miscellaneous income	847	-
Total revenues	<u>335,265</u>	<u>341,936</u>
Expenditures:		
Operating management fees	33,300	33,300
Tax collection fees	2,259	2,255
Travel and seminars	17,726	16,992
Advertising and printing	104,693	108,520
Dues and subscriptions	2,150	1,575
Professional fees	2,750	2,750
Telephone	3,143	2,960
Internet	1,310	1,319
Grant funds	32,506	46,320
North LA Coalition	5,000	5,000
Salary and related benefits	77,921	72,464
Insurance	400	401
Repairs & maintenance	4	6,755
Office supplies	2,993	1,464
Miscellaneous	854	4,482
Capital outlay	4,190	-
Total expenditures	<u>291,199</u>	<u>306,557</u>
Excess of revenues over expenditures	44,066	35,379
Fund balance at beginning of year	<u>567,636</u>	<u>532,257</u>
Fund balance at end of year	<u>\$ 611,702</u>	<u>\$ 567,636</u>

See independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Summary Schedule of Prior Findings
For the Year Ended December 31, 2012

No items required to be reported.

See independent accountants' review report.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Corrective Action Plan for Current Year Findings
For the Year Ended December 31, 2013

No items required to be reported.

See independent accountants' review report.